

State of Illinois
Department of Central Management Services
Bureau of Personnel
Springfield, Illinois 62706

Supplementary Examination Announcement

INFORMATION SERVICES SPECIALIST I - 21161

Monthly Salary Range: \$4159 - \$6218

Option A-Applications Services
Option C-Clients Services
Option MCC-Manual Communications Clients Services
Option M-Multi/Other Services
Option S-Systems Services

All selected options may be listed on one application.

General duties: An Information Services Specialist I, under immediate supervision, assists in performing professional Applications Services, Systems Services, Client Services, or Multi/Other Information Technology Services with an agency, completes professional assignments of limited scope, with completed assignments subject to review by a higher professional in the assigned area.

Minimum Training and Experience Required to Obtain Supplemental Questionnaire:

Requires knowledge, skill and mental equivalent to completion of two years of college with course work in computer science or directly related fields; or satisfactory completion of an agency sponsored training program. Options associated with these positions pertain to the category of assignment. Specific position requirements vary by position within the category of assignment and relate to the position's duties and responsibilities as defined by the agency of employment and as approved by the Director of the Department of Central Management Services or his/her designee.

Tests and weights: Training and experience evaluation (Supplemental Questionnaire) 100%. Candidates must meet minimum training and experience requirements; however the grade will be derived from the questionnaire.

Length of eligibility period: One year.

(Continued on reverse side)

YOU NEED NOT APPEAR AT A TEST CENTER FOR THIS EXAMINATION.

You may either send a completed application (CMS 100) to the Department of Central Management Services, Bureau of Personnel, Room 500, Stratton Office Building, Springfield, IL 62706 or apply online at <http://work.illinois.gov>.

The Supplemental Questionnaire will be mailed to you. ONLY one questionnaire need be completed if you are applying for Information Services Specialist I and II. The minimum requirements and scoring standards are different for each title and option, but the information required on the questionnaire is the same for both of these titles.

AN EQUAL OPPORTUNITY EMPLOYER

9/14/00 (RC-063-17B) Salary 4-1-16, Grade Statement Changed 5-17-02, Counties Updated 6-12-15,
Option SS added 10-20-04, Option MC added 12-05-07, Removed SS, MCA, MCM & MCS Opts 4-30-10,
Added Test Option Descriptions 11-18-10

Option MC – Manual Communications: At the time of the job interview, the eligible will be required to exhibit the ability to communicate effectively with the deaf by utilizing American Sign Language concepts and manual communication skills. Failure to exhibit this ability will result in disqualification for this option.

Counties in which positions are established:

Option A: Cook, Sangamon.

Option C: Adams, Cook, Lake, Morgan (MC), Sangamon.

Option M: Cook, Sangamon.

Option S: Randolph, Sangamon.

(MC) Indicates Manual Communications Option is also established in that county.

Counties listed include all counties in which positions have been established, and does not represent immediate openings. This listing is based on information currently available and is subject to change.

INFORMATION SERVICES SPECIALIST I / II

Test Option Descriptions

Option A: Applications Services

Employees in this option area conduct professional level application design, development, testing, implementation and maintenance. Structured programming methods and productivity tools are utilized as is programming skill with existing and new programming languages.

Option C: Client Services

Employees in this option area provide professional level consultation, training, and purchasing functions to users of software and automated equipment. Employees coordinate and support hardware, software and application systems. Employees in this option also install, maintain and resolve problems related to computer platforms, system and applications software.

Option S: Systems Services

Employees in this option area conduct professional level duties involving operating systems, communications or network systems, security systems and other systems that support information technology activity. Employees are involved in developing and managing databases to support data collection, storage, access, retention and retrieval as well as designing, installing, supporting network configurations and software.

Option M: Multi/Other Services

Employees in this option area conduct professional level information technology duties requiring a combination of knowledge and skill found in the applications, client and/or systems services areas.

Test Procedures: All applicants for the Information Services Specialist titles are screened for possession of minimum education and experience requirements. For Options A, C, M and S, qualified applicants complete and submit a supplemental examination questionnaire for grading.